

Cover Letter for Assistant Director of Sustainability, Housing, and Economic Development (SHED)

Burlington's Community and Economic Development Office (CEDO) seeks candidates for the position of Assistant Director of Sustainability, Housing, and Economic Development. This position oversees the team charged with developing policy and facilitating projects to create sustainable growth of housing and economic enterprise in the City of Burlington.

The team's priorities will change year to year based on community needs and plans, market trends, and larger economic forces. Consistent priorities will remain:

- Assisting businesses through technical assistance, a revolving loan program, and navigating growth and change
- Development and restructuring of city policy to enable stakeholder partners to fulfill their economic, housing, and sustainability missions in support of the City's community plans
- Sustainability of policy and projects in alignment with our Climate Action Plan and national best practices
- The development of new housing through realizing the priorities of the Housing Action Plan, and serving as the stewards of that living document
- Facilitating all types of development not aligned with an annually recurring Federal program through infrastructure support, brownfield revitalization, strategic investment, and general assistance

This team, in contrast to CEDO's Community, Housing, and Opportunity Programs team (CHOP), works seldom with recurring federal grant programs – but rather works in response to market forces and development clients, and to change and create policy to achieve the City's goals. This position will serve as the primary representative of the SHED team's work to many diverse stakeholders, including the public, partners, and elected officials. Candidates must have experience managing teams, public speaking and facilitating stakeholder groups, policy evaluation, and working with development projects.

Interested applicants can find a job description and apply on the City's website. Please direct questions to Nathan Wildfire, current Assistant Director of Sustainability, Housing, and Economic Development at nwildfire@burlingtonvt.gov.